



Position Title:	Fiber Optic In-home Installer
Department:	Fiber Optic Department
Supervisor:	Outside Plant Supervisor
Supervision Exercised:	None
FLSA Status:	Exempt
Average Hours Per Week:	40
Position Type:	Seasonal
Pay Grade Level:	
Location:	Technology Services, 3453 S Ard RD
Last Updated:	November 10, 2020

General Purpose

The primary responsibilities of the fiber optic in-home installer are to lay, install and connect fiber optic and network cables in people's homes, including configuring, connecting and troubleshooting any equipment connected to the City fiber optic system. Installations typically include installing drop cables in underground conduits from the street to the side of the home, mounting an exterior termination box on the side of the home, terminating cable, penetrating an exterior wall of the home, installing an indoor fiber optic jumper, connecting, testing and configuring equipment.

Other duties, responsibilities, and qualifications may be required and/or assigned.

Supervision Received

- Works under the supervision of and reports directly to the Outside Plant Supervisor.

Supervision Exercised

- None.

Essential Duties and Responsibilities (Illustrative Only)

- Dealing with property owners in a timely and professional manner to coordinate installations within their properties;
- Drive to customer locations, making sure to arrive on time for scheduled appointments while making sure customers will be onsite during installation by contacting customers in advance to confirm appointments;
- String, pull and install cables and jumpers as needed;
- Configuring and troubleshooting connectivity problems;
- Utilize test equipment to ensure signal strength and connection;
- Plan work before leaving city offices, making sure all necessary equipment and tools are available;
- Review work performed before leaving worksite, making sure all equipment is properly added and all customer questions are answered;
- Clean and maintain the interior and exterior of company vehicles, communicating faulty vehicle performance or vehicle damage;
- Follow all driving and safety laws at all times to maintain company safety standards.

Peripheral Duties



- Performs other duties as assigned, consistent with this job description

Classification Requirements

Knowledge of:

- Cabling and connectors;
- Networking systems;
- Testing equipment;
- Scheduling and communications information systems;
- Power and hand tools used in basic construction;
- Basic structural and civil construction.

Ability to:

- Communicate effectively with other personnel, city officials, and customers in a professional manner, both orally and in writing;
- Operate power and hand tools appropriate to assigned duties;
- Test, analyze and appropriately solve problems and resolve connectivity problems;
- Establish and maintain effective working relationships with supervisors, co-workers, and the public under sometimes stressful conditions;
- Maintain a professional demeanor at all times;
- Multitask and be organized under pressured daily issues.

Minimum Acceptable Experience and Training

- Construction experience preferred,
- Network experience preferred.

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a courtroom environment; to discern verbal instructions;
- View and review a wide variety of written and electronic materials, to operate computer and related equipment;
- Proficiently operate computers, software programs to create schedules, documents and other materials, maintain information, and generate reports.
- Perform essential job functions in a field setting that may require lifting/moving 50 lbs., bending, stooping, kneeling, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements, all in inclement weather conditions and with exposure to personal hazards.

Tools, Equipment, and Information Technology (IT) Required for the Position

- City provided transportation and equipment during working hours as consistent with this job description;
- City provided software accounts consistent with this job description;

Work Environment



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a variety of environments with exposure to outside weather conditions and is subjected to wet, cold and/or icy conditions. The employee works near moving mechanical parts and in high, precarious places and may be exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment also varies and may require hearing protection at times.

Travel Requirements

- The employee must possess and maintain a valid Idaho driver’s license and proof of valid insurance.
- Some local travel required.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____